



STATE OF MISSOURI  
DIVISION OF PROFESSIONAL REGISTRATION  
**INSTRUCTIONS FOR PREPARING PROFESSIONAL ENGINEERING  
APPLICATION**

MISSOURI BOARD FOR ARCHITECTS,  
PROFESSIONAL ENGINEERS,  
PROFESSIONAL LAND SURVEYORS AND  
PROFESSIONAL LANDSCAPE ARCHITECTS  
3605 MISSOURI BLVD.  
JEFFERSON CITY, MISSOURI 65109  
TELEPHONE: 573/751-0047  
FAX: 573/751-8046

**READ CAREFULLY**

Before beginning to prepare your application, read it through part by part, including the affidavit, and be sure that you understand each part before typing in the information required.

**PLEASE NOTE THAT ALL INFORMATION ON THE APPLICATION MUST BE TYPEWRITTEN.**

Assemble all data necessary to enable you to complete the application. An incomplete application will not be processed.

**We do not accept applications by fax or e-mail.**

We do not offer temporary licensure.

Attach your photograph in the blank space provided for that purpose on the first page of the application.

Enclose proof of your graduation in the form of an OFFICIAL transcript of grades showing date of graduation and degree received, with the ink signature of the registrar and an impression of the school's embossing seal—unless previously submitted with Missouri Engineer Intern application. **Photostatic copy of diploma or record of grades is not acceptable.** If the school you attended will not provide you with an official transcript, you may have the school send it directly to the Board office. Be sure to indicate on the "check list" if your official transcript will be coming from your school. A degree in engineering technology does not meet the educational requirements of the State of Missouri.

The five letters of reference must be executed and returned to you in the special envelopes you provide to your references and must be returned to the Board with your application. The names, addresses, etc. of your five references must be indicated on Page 2 of the application form. **PLEASE NOTE:** Reference letters will not be accepted if they are dated more than six months prior to acceptance of your application for filing.

Please provide an envelope marked "CONFIDENTIAL TO THE PROFESSIONAL ENGINEER TO WHOM PRESENTED" to the three professional engineers completing your professional letters of reference. The envelope shall also reflect your name. The professional engineer must complete the reference letter, seal it in an envelope, affix his/her signature across the seal of the envelope and return it to you to be included with the application.

Please provide an envelope marked "CONFIDENTIAL TO THE PERSON TO WHOM PRESENTED" to the two individuals completing your personal letters of reference. The envelope shall also reflect your name. The individual providing the personal reference must complete the reference letter, seal it in an envelope, affix his/her signature across the seal of the envelope and return it to you to be included with the application.

**Reference letters cannot be completed by any of the supervisors and/or clients you have listed in Pages 3 and 4 of the application form.**

Prepare "Summary of Professional and Non-Professional Experience," in chronological order. Enter total at bottom of form. All applicants must account for 100% of their time, including military service, etc. **If you left the field of engineering for any period of time, for any reason, this time period and explanation of what you were doing MUST be included.**

Complete a **separate** "Professional Experience Form" for **each** engineering engagement (place of employment) and have the appropriate supervising engineers, supervisors and/or clients complete the "Verification of Supervising Engineer, Supervisor or Client" and **return them to the Board WITH your application.** Faxed, scanned or photocopies of Experience Form are not acceptable.

**IF YOU ARE APPLYING FOR LICENSURE BY EXAMINATION** and are now enrolled as an engineer intern in another state, it will be necessary for you to request a verification from the state board where you are enrolled. The verification must be requested by accessing the NCEES Electronic License and Exam Verification System <https://verify.ncees.org/>. If you took the Fundamentals of Engineering Examination in the state of Missouri it is not necessary for you to request a verification from the Missouri Board.

**IF YOU ARE APPLYING FOR LICENSURE BY COMITY**, it will be necessary for you to request a verification from the state board from which you received your original licensure. The verification must be requested by accessing the NCEES Electronic License and Exam Verification System <https://verify.ncees.org/>. If you took the Fundamentals of Engineering Examination in one state and the Principles and Practice of Engineering Examination in another state, a verification must be requested from BOTH states. If you took the Fundamentals of Engineering Examination in the state of Missouri it is not necessary for you to request a verification from the Missouri Board.

Upon completion of your application, go before a Notary Public and sign your name exactly as it appears on the first page of the application, on the line provided for that purpose in the affidavit, and make oath or affirmation to the application.

Attach to the application your filing fee payable to the "Missouri Board for Professional Engineers".

If supplementary sheets are attached to your application, they must be 8½ by 11 inches and each sheet must be signed and dated by you and the person verifying your experience.

Having completed your application and affidavit, check to see if you have signed your name in all spaces required, then mail your application (with fee, all certificates, verification of experience, summary of professional and non-professional experience and reference letters required) under first-class postage to: Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects, 3605 Missouri Blvd., Jefferson City, Missouri 65109.

**PLEASE BEAR IN MIND** that the mailing of an application, even by certified mail, and its receipt by the Board does NOT mean that it is, or will be, filed. It may have to be returned for applicant's failure to include filing fee; all information required by any of its applicable parts; or, for failure to include all documents required to be filed with the application.

## INSTRUCTIONS FOR PREPARING PROFESSIONAL ENGINEERING APPLICATION (CONTINUED)

**Failure to include all documents and information required, or failure to follow instructions in filling out your application, will result in the return of your application WITHOUT filing.**

It is your responsibility to keep a copy of the application for your files.

An application pending review will be retained for a period of one year from the date it was originally filed.

NCEES records are retained for a period of one year from the date of receipt.

Upon receipt of a completed application, it typically takes 30-120 days for processing pending the volume of applications awaiting review and receipt of NCEES documents. Processing time varies and a specific licensure date cannot be projected.

If licensure is granted, your initial license will be valid until December 31 of the current year. Refer to Statute 327.171 RSMo as well as Board Rules 20 CSR 2030-11.010 and 20 CSR 2030-11.025 regarding renewal of your license.

### NOTICE TO FOREIGN-EDUCATED APPLICANTS

In addition to the standard application, all foreign-educated applicants holding a bachelor of science in engineering degree not accredited by the Accreditation Board for Engineering and Technology (ABET) are required to submit a favorable evaluation report completed by NCEES Credentials Evaluations. The application for the evaluation of an engineering degree may be obtained by contacting the NCEES Credentials Evaluations. For contact information, please access web site: <http://www.ncees.org> or you may call (865) 654-6824.

### NOTICE TO U.S. NON-ABET ACCREDITED DEGREE APPLICANTS

In addition to the standard application, all U.S. educated applicants holding an engineering degree not accredited by the Accreditation Board for Engineering and Technology (ABET) and holding a master's degree or doctorate from a program that is EAC/ABET accredited at the undergraduate or graduate level are required to submit a favorable evaluation report completed by NCEES Credentials Evaluations. The application for the evaluation of an engineering degree may be obtained by contacting the NCEES Credentials Evaluations. For contact information, please access web site: <http://www.ncees.org> or you may call (865) 654-6824.

### TO HOLDERS OF AN NCEES RECORD

If you wish to apply for licensure as a professional engineer on the basis of a NCEES COUNCIL RECORD, you may do so. However, it will be necessary for you to contact the National Council of Examiners for Engineering and Surveying, P.O. Box 1686, Clemson, South Carolina 29633-1686, and request them to send us a verified, certified copy of your NCEES COUNCIL RECORD.

If you apply for licensure on the basis of a NCEES COUNCIL RECORD, you are to fill in only Pages 1 and 5 of the enclosed Missouri engineering application form along with a photograph as indicated on page one of the application and the required filing fee. Your transcript, letters of reference, and verification of licensure are not required to be submitted when you have a council record.

When your Missouri engineering application form is returned to us, it should be accompanied by a letter from you, advising us that you have requested the National Council of Examiners for Engineering and Surveying to furnish us with a copy of your NCEES COUNCIL RECORD. We will then delay processing of your Missouri application until your NCEES COUNCIL RECORD has been received.

### NOTICE TO ALL APPLICANTS

Notice to all applicants who are employees or officers or directors of a professional corporation, general business corporation or a limited liability company having the practice of architecture and/or engineering and/or land surveying and/or landscape architecture as one of its purposes.

Section 327.401 of the Missouri Registration Law requires such corporations and/or limited liability companies to obtain a certificate of authority in each profession from this Board. If your corporation or limited liability company does not have a certificate of authority, an application may be obtained by accessing the board's website <http://pr.mo.gov/apelsla>.

### AMERICANS WITH DISABILITIES ACT

Information regarding special needs as addressed by the Americans with Disabilities Act may be obtained by accessing the National Council of Examiners for Engineering and Surveying web site; [www.ncees.org](http://www.ncees.org).

### SOCIAL SECURITY NUMBER DISCLOSURE NOTICE

**You must provide your social security number pursuant to state and federal law. <sup>1</sup>**

**If you fail or refuse to provide your social security number, we will consider your initial application incomplete and return it to you. Continued failure or refusal to provide your social security number is grounds for denial of your application.**

Pursuant to state and federal law, licensing authorities must assemble your social security number with other relevant information (name, address, etc.) and transmit the data to the Division of Child Support Enforcement of the Department of Social Services to be used in a database for the following purposes:

- (1) locating individuals who are under an obligation to pay child support or provide child custody or visitation rights, against whom such an obligation is sought or to whom such an obligation is owed;
- (2) identifying whether an individual who owes overdue child support or who has failed to comply with a subpoena relating to paternity or child support proceedings holds or has applied for a professional or occupational license (under certain circumstances, a person who owes overdue child support or fails to comply with a subpoena relating to the above-stated proceedings may be subject to an order of a court, after notice and opportunity for hearing in that court, suspending, withholding or restricting the person's license).

**INSTRUCTIONS FOR PREPARING PROFESSIONAL ENGINEERING APPLICATION (CONTINUED)**

**SOCIAL SECURITY NUMBER DISCLOSURE NOTICE (CONTINUED)**

In addition to these uses, the licensing authorities will continue their practice of using social security numbers for the following purposes:

- (1) for internal identification purposes;
- (2) to conduct criminal record checks (discovery of relevant criminal history may result in denial of your application, conditioned licensure or the filing of a disciplinary action against you);
- (3) to verify information provided by you in your application (discovery of false information in your application may result in denial of your application, conditioned licensure or the filing of a disciplinary action against you);
- (4) to verify licensure with another state's licensing authority for reciprocity licensure;
- (5) for identification purposes in national disciplinary databases (the discovery of a disciplined license in another state may result in denial of your application, conditioned licensure or the filing of a disciplinary action against you);
- (6) for test identification purposes.



**STATE OF MISSOURI**  
DIVISION OF PROFESSIONAL REGISTRATION  
**INFORMATION PERTAINING TO THE NCEES PRINCIPLES AND  
PRACTICE OF ENGINEERING EXAMINATION**

MISSOURI BOARD FOR ARCHITECTS,  
PROFESSIONAL ENGINEERS,  
PROFESSIONAL LAND SURVEYORS AND  
PROFESSIONAL LANDSCAPE ARCHITECTS  
3605 MISSOURI BLVD.  
JEFFERSON CITY, MISSOURI 65109  
TELEPHONE: 573/751-0047  
FAX: 573/751-8046

**IMPORTANT INFORMATION ABOUT EXAMINATIONS IN ENGINEERING**

**Fundamentals of Engineering (FE)**

- The FE exam is a computer-based exam that is administered by NCEES year-round.

**Principles and Practice of Engineering (PE)**

- SESSION I - Morning - Theory and Practice of Engineering
- SESSION II - Afternoon - Theory and Practice of Engineering
- The PE Examination will be given bi-annually generally in April and October.

All applicants are required to pass the FE Examination before they are permitted to take the PE Examination.

Information regarding the examination format and specifications may be obtained by accessing the National Council of Examiners for Engineering and surveying (NCEES) web site, [www.ncees.org](http://www.ncees.org).

Study materials may be purchased by contacting NCEES; telephone number 800-250-3196 or [www.ncees.org](http://www.ncees.org).

A list of the examination dates can be viewed by accessing [www.ncees.org](http://www.ncees.org) or <http://pr.mo.gov/apelsla.asp>.

Completed application must be filed (received) in the Board office as follows (No Exceptions):

Spring Examination:	on or before December 1
Fall Examination:	on or before June 1

**Application will be returned to the applicant WITHOUT FILING, which may delay your examination, unless all the information required in its several parts is supplied.**

**STATE OF MISSOURI**

DIVISION OF PROFESSIONAL REGISTRATION

**APPLICATION FOR LICENSURE AS A PROFESSIONAL ENGINEER**MISSOURI BOARD FOR ARCHITECTS,  
PROFESSIONAL ENGINEERS,  
PROFESSIONAL LAND SURVEYORS AND  
PROFESSIONAL LANDSCAPE ARCHITECTS**PE –****GENERAL INFORMATION - PLEASE READ BEFORE PREPARING APPLICATION**ALL INFORMATION REQUESTED ON THIS FORM MUST BE **TYPEWRITTEN**

If you are applying for licensure by examination the filing fee is \$100.00. If you are applying for licensure by comity the filing fee is \$200.00. Checks should be made payable to the Missouri Board for Professional Engineers.

Fees cannot be returned for any reason after an application has been filed, even though an application is denied or applicant fails the examination.

Transcripts and other information required to be filed with an application are retained by the Board as part of an applicant's file and are not returned to applicant.

Application will be returned to an applicant without filing unless all the information required in its several parts is supplied.

Please address all communications, mail, applications and other supporting data to:

**Missouri Board for Architects, Professional Engineers,  
Professional Land Surveyors and Professional Landscape Architects**

3605 Missouri Boulevard, Jefferson City, Missouri 65109

(573) 751-0047

1-800-735-2966 Text Telephone (TDD).

Applicant must attach a photograph taken within the last 5 years. This application will not be filed unless your photograph is attached in this space.

Use bust photo approximately 2½ x 3 inches, with signature across bottom of photo.

**GENERAL INFORMATION INDICATE MAILING ADDRESS BY CHECKING ONE BOX BELOW**

NAME (AS YOU WANT IT TO APPEAR ON YOUR LICENSE) (FIRST, MIDDLE, LAST)				SOCIAL SECURITY NUMBER		
RESIDENCE ADDRESS AS LISTED WITH THE U.S. POST OFFICE		APT. #	CITY	STATE	ZIP CODE	HOME TELEPHONE NO.
BUSINESS NAME			BUSINESS ADDRESS AS LISTED WITH THE U.S. POST OFFICE			
CITY			STATE	ZIP CODE	BUSINESS TELEPHONE NO.	
ADDRESS FOR CORRESPONDENCE <input type="checkbox"/> RESIDENCE <input type="checkbox"/> BUSINESS			E-MAIL ADDRESS			
BIRTHPLACE (CITY AND STATE)		DATE OF BIRTH	CITIZENSHIP	FIELD OR BRANCH OF MAJOR ENGINEERING PRACTICE		

**ENROLLMENT OR LICENSURE IN OTHER STATES**

1. IN WHICH STATE DID YOU PASS THE FUNDAMENTALS OF ENGINEERING EXAMINATION				NAME OF STATE
2. LIST BELOW ALL ENGINEERING LICENSES HELD IN OTHER STATES (CONTINUE IN SECTION IX; ATTACH ADDITIONAL SHEETS IF NECESSARY)				
STATE	DATE OF LICENSURE	LICENSE NUMBER	HOW LICENSED (WRITTEN EXAM, ORAL EXAM, COMITY, EXPERIENCE, OTHER)	

**METHOD OF LICENSURE**

I hereby apply for licensure to practice engineering by the following method:

- ☐ 1. **By Written Examination.**  
☐ 2. **By Comity, on basis of Licensure in another State.**  
☐ 3. **By Comity, with NCEES Certificate.**

**FOR BOARD USE ONLY**

CHECK DATE

CHECK NUMBER

AMOUNT

EDUCATIONAL RECORD			
ENGINEERING EDUCATION	NAME OF INSTITUTION	YEARS ATTENDED FROM                      TO	DATE OF GRADUATION AND DEGREE CONFERRED
	NOTE: PROOF OF GRADUATION IN THE FORM OF AN <b>OFFICIAL TRANSCRIPT OF GRADES</b> MUST ACCOMPANY APPLICATION. PHOTOSTATIC COPIES ARE NOT ACCEPTABLE.		

REFERENCES			
LIST BELOW THE FIVE PERSONS FROM WHOM YOU ARE SUBMITTING THE THREE PROFESSIONAL REFERENCE LETTERS AND THE TWO PERSONAL CHARACTER REFERENCE LETTERS. THE THREE PROFESSIONAL REFERENCE LETTERS MUST BE COMPLETED BY LICENSED PROFESSIONAL ENGINEERS. (DO <b>NOT</b> NAME YOUR RELATIVES, MEMBERS OF THIS BOARD OR SUPERVISORS AND/OR CLIENTS LISTED IN PAGES 3 AND 4 OF THE APPLICATION FORM.)			
NAME	ADDRESS	OCCUPATION	BUSINESS RELATION TO APPLICANT



STATE OF MISSOURI  
DIVISION OF PROFESSIONAL REGISTRATION  
**SUMMARY OF PROFESSIONAL AND NON-PROFESSIONAL EXPERIENCE**

**INSTRUCTIONS**

You are to summarize **all** of your experience/activities, engineering **and** non-engineering, commencing **AFTER** you received your bachelor of science degree.

**ALL applicants must account for 100% of their time, including military service, etc.** If you left the engineering field for any period of time, for any reason, this time period and an explanation of what you were doing **MUST** be included.

The summary must be prepared in chronological order. Be sure you enter the total at the bottom of the summary sheet.

This form may be reproduced.

Engagement means place of employment.

RECORD OF	DATE
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**ALL INFORMATION ON THIS SHEET MUST BE TYPEWRITTEN**

ENGAGEMENT NUMBER	DATE		NAME OF EMPLOYER AND TITLE OF POSITION	TIME	Name & complete address of licensed Engineer, Supervisor or Client who supervised your work
	FROM MO./YR.	TO MO./YR.		Total number of years and months at this engagement	
TOTAL ▶					



STATE OF MISSOURI

DIVISION OF PROFESSIONAL REGISTRATION

## INSTRUCTIONS ON HOW TO EXECUTE – PROFESSIONAL EXPERIENCE FORM

You are to fill in a **separate** "Professional Experience Form" for EACH engineering work engagement (place of employment). Time spent outside the field of engineering need not be typed on this form. Time spent in military services need not be typed on this form **unless you are claiming engineering experience acquired while in the service**. If more experience forms are needed, applicant may reproduce additional copies.

After you have listed each engineering engagement (place of employment) on a separate form, you must have the appropriate supervising engineers, supervisors or clients review the experience you are claiming and then complete the "Verification of Supervising Engineer, Supervisor or Client". If additional sheets are necessary, please have the appropriate supervising engineers, supervisors or clients sign and date the attached sheets.

Faxed, scanned or photocopies of Experience Forms are not acceptable.

### AMOUNT OF ENGINEERING EXPERIENCE TO BE VERIFIED BY SUPERVISORS OR CLIENTS

1. If you are applying for licensure by examination:

1.1 100% of all engineering work experience acquired **AFTER** applicant received his/her Bachelor of Science degree.

2. If you are applying for licensure by comity and have taken and passed both the NCEES FE Exam and the NCEES PE Exam:

2.1 All engineering experience acquired in the most recent 4 years.

2.1.1 If you are a President or Vice-President of a firm or if you are self-employed, a minimum of 4 years of experience must be verified by at least three major clients.

3. If you are applying for licensure by comity and have **NOT** taken and passed both the NCEES FE Exam and the NCEES PE Exam:

3.1 All engineering experience acquired in the most recent 15 years.

3.1.1 If you are President or Vice-President of a firm or if you are self-employed, a minimum of 15 years of experience must be verified by at least three major clients.

3.1.2 If you are President or Vice-President of a firm or if you are self-employed for less than 15 years, experience record(s) from previous employer(s) must also be submitted (minimum amount of experience to be verified must total 15 years).

### IMPORTANT

An applicants engineering experience record is evaluated from information furnished by the applicant as well as by corroborative testimony from an applicants employers, references and clients. For this reason, an applicants experience record must be set out in such a manner that a clear determination can be made as to what type of work you have actually performed in each work engagement. For each engagement you should set forth typical major projects on which you have worked. For each project you list, you should describe the scope of the project (what it involved) and your duties and responsibilities on that project; e.g., number of employees supervised, if any, design responsibilities, duration of project, etc. **This information is required of all applicants.**

Statistics indicate that approximately 15% of all applications filed for licensure as a professional engineer must be returned to the applicant because he/she did not furnish enough detail on the Professional Experience form. Please bear in mind that if you are applying for licensure by examination and your application is returned to you because you did not properly complete Professional Experience form, your application must be **resubmitted** prior to the filing deadline. Applications resubmitted **after** the filing deadline will be processed for the next following examination (approximately six months later).





STATE OF MISSOURI  
DIVISION OF PROFESSIONAL REGISTRATION  
**PROFESSIONAL EXPERIENCE FORM**

MISSOURI BOARD FOR ARCHITECTS, PROFESSIONAL  
ENGINEERS, PROFESSIONAL LAND SURVEYORS AND  
PROFESSIONAL LANDSCAPE ARCHITECTS

**THIS FORM MAY BE REPRODUCED**

APPLICANT'S NAME	APPLICANT'S SIGNATURE ▶
EMPLOYER FOR THIS ENGAGEMENT	EMPLOYER TELEPHONE NUMBER
EMPLOYER ADDRESS	

**INSTRUCTIONS (ALL INFORMATION IN THIS SECTION MUST BE TYPEWRITTEN - FAXED, SCANNED OR PHOTOCOPIES NOT ACCEPTABLE)**

1. List number of engagement, dates of employment, title of position, character and description of your work and total amount of time. (If you are a president or vice president of a firm or if you are self-employed, experience must be verified by at least **three** of your major clients. A separate Professional Experience Form should be filled out for each client.)
2. Have supervising licensed engineer, supervisor or client, complete verification below. If additional sheets are necessary, please have the appropriate supervising engineer, supervisor, or client sign and date the attached sheets.
3. A **separate** Professional Experience Form **must** be used for **each** work engagement or client.

ENGAGEMENT NUMBER	DATE		TITLE OF POSITION, NAME OF EMPLOYER, CHARACTER AND DESCRIPTION OF EACH ENGAGEMENT. State definitely the CHARACTER AND DESCRIPTION of your work. Any necessary amplifications may be made on extra sheets of paper attached to this sheet. You MUST state clearly what you did.	TIME
	FROM MO./YR.	TO MO./YR.		TOTAL NUMBER OF YEARS AND MONTHS AT THIS ENGAGEMENT

**VERIFICATION OF SUPERVISING ENGINEER, SUPERVISOR OR CLIENT (INFORMATION IN THIS SECTION DOES NOT NEED TO BE TYPEWRITTEN.)**

By my signature, I hereby verify that the above record of experience of this candidate is to the best of my knowledge and belief a true and accurate record of his/her work experience.

SUPERVISING ENGINEER, SUPERVISOR OR CLIENT'S NAME (PLEASE PRINT)

SIGNATURE	DATE
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PLEASE GIVE YOUR LICENSE NUMBER AND WHICH STATE YOU ARE LICENSED IN

HOW LONG HAVE YOU BEEN ACQUAINTED WITH THE APPLICANT AND IN WHAT CAPACITY?

COMMENTS:

**RECORD OF CHARGES, CONVICTIONS AND FINES IMPOSED ON APPLICANT**

	YES	NO
Have you been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution under the laws of this or any other state or of the United States whether or not sentence was imposed including suspended imposition of sentence, suspended execution of sentence and misdemeanor charges? <b>If "YES", please attach a copy of the charges, findings and order to this application.</b>		
In any other licensing jurisdiction, have you been the subject of disciplinary action, or entered into any type of settlement agreement, providing for any limitation on your ability to practice, or monetary penalty or payment of costs? <b>If "YES", please attach a copy of the charges, findings, and order to this application.</b>		

Pursuant to Section 324.010 RSMo:

☐ **CHECK THIS BOX ONLY IF IN ALL OF THE LAST 3 YEARS: YOU WERE NOT A MISSOURI RESIDENT, YOU DID NOT HAVE ANY MISSOURI INCOME, AND YOU ARE NOT SUBJECT TO ANY TYPE OF MISSOURI INCOME TAX.**

***False statements are subject to criminal penalties and/or license discipline.***

**If you have any questions regarding taxes contact the Department of Revenue at 573-751-7200  
or e-mail [income@dor.mo.gov](mailto:income@dor.mo.gov).**

**AFFIDAVIT**

STATE OF	NAME OF APPLICANT
COUNTY OF	SS.
SEAL	BEING FIRST DULY SWORN, DEPOSES AND SAYS, I, THE APPLICANT NAMED IN THIS APPLICATION, HAVE READ THE CONTENTS HEREOF, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL STATEMENTS HEREIN CONTAINED ARE TRUE IN SUBSTANCE AND TO EFFECT AND TO THEM I PLEDGE MY GOOD FAITH.  BY MY SIGNATURE, I CERTIFY THAT I HAVE READ THE MISSOURI LAW REGULATING THE PRACTICE OF ARCHITECTURE, PROFESSIONAL ENGINEERING, PROFESSIONAL LAND SURVEYING AND PROFESSIONAL LANDSCAPE ARCHITECTURE (MISSOURI REVISED STATUTES CHAPTER 327) AND RULES OF THE MISSOURI BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, PROFESSIONAL LAND SURVEYORS, AND PROFESSIONAL LANDSCAPE ARCHITECTS.  I DO FURTHER PLEDGE THAT IF GRANTED LICENSURE AS A PROFESSIONAL ENGINEER, I WILL, AT ALL TIMES, CONDUCT MYSELF IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 327 REVISED STATUTES OF MISSOURI.
	SIGNATURE OF APPLICANT
	SUBSCRIBED AND SWORN TO BEFORE ME THIS
	DATE
	MY COMMISSION EXPIRES
	DATE
	SIGNATURE OF NOTARY PUBLIC

**COMMENTS/ADDITIONAL INFORMATION**

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STATE OF MISSOURI  
DIVISION OF PROFESSIONAL REGISTRATION  
**PROFESSIONAL LETTER OF REFERENCE –  
PROFESSIONAL ENGINEER**

BOARD FOR ARCHITECTS, PROFESSIONAL  
ENGINEERS, PROFESSIONAL LAND SURVEYORS  
AND PROFESSIONAL LANDSCAPE ARCHITECTS  
3605 MISSOURI BLVD.  
JEFFERSON CITY, MO 65109

**TO THE REFERENCE:**

The person who handed this reference letter to you has applied to the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects for licensure as a Professional Engineer in Missouri and uses your name as one familiar with the applicant's character, reputation and general ability covering certain phases of the engineering work with which the applicant has been connected. Accurate testimony is desired concerning the applicant's experience, competency and character.

Will you please answer the questions on the bottom of this form, without revealing your answers to the applicant, enclose the completed form in an envelope, **SECURELY SEAL IT**, affix your signature across the seal of the envelope and then return it to the applicant.

Basic requirements of the law are that an applicant for licensure be of good moral character, hold a degree in engineering from a accredited school of engineering, or who possesses an education which includes at the minimum a baccalaureate degree in engineering, and which in the opinion of the Board, equals or exceeds the education received by a graduate of an accredited school, and has acquired at least four years of satisfactory engineering experience AFTER graduation.

You are requested to provide full information as to data you may be able to furnish, both for the advantage of the applicant and the welfare of the public.

You are therefore solicited by the Board to give your assistance in determining the applicant's fitness by answering frankly and carefully the questions, amplified by any supplemental information that you care to supply.

Please be advised that a copy of this reference letter may be provided to the applicant upon his/her request.

We appreciate the time and effort that you have expended to assist the Board.

**CONFIDENTIAL INFORMATION CONCERNING THE APPLICANT**

APPLICANT FULL NAME

1. REFERENCE NAME

2. YOUR OCCUPATION

3. YOUR LICENSURE DATA

4. HOW LONG ACQUAINTED WITH APPLICANT AND IN WHAT CAPACITY

5. WHAT HAS THE APPLICANT BEEN DOING IN THAT TIME

6. OPINION OF THE APPLICANT'S CHARACTER AND REPUTATION

7. OPINION OF THE APPLICANT'S PROFESSIONAL ABILITY

8. OPINION OF THE APPLICANT'S EDUCATION PROFICIENCY

9. ANY KNOWLEDGE OF THE APPLICANT'S DESIGN CAPABILITY

10. FROM YOUR KNOWLEDGE, WHAT IMPORTANT OR RESPONSIBLE ENGINEERING WORK HAS BEEN PERFORMED BY THE APPLICANT

11. HAVE YOU HAD ANY PROFESSIONAL DEALINGS WITH THE APPLICANT  
IN OTHER THAN AN EMPLOYER/EMPLOYEE RELATIONSHIP?  
IF SO, WHAT WERE THE RESULTS ▶

☐ YES ☐ NO

12. WOULD YOU EMPLOY THE APPLICANT IN A  
POSITION OF TRUST AND RESPONSIBILITY?

☐ YES ☐ NO

13. IT IS MY OPINION AS A **PROFESSIONAL ENGINEER** THAT THE APPLICANT ☐ IS ☐ IS NOT QUALIFIED FOR LICENSURE AS A  
PROFESSIONAL ENGINEER. IF YOUR ANSWER TO QUESTIONS 12 AND/OR 13 IS NEGATIVE, PLEASE EXPLAIN IN "REMARKS" BELOW.

14. REMARKS OR ADDITIONAL DATA

IMPRESSION OF YOUR PERSONAL SEAL

REFERENCE SIGNATURE

DATE



ADDRESS



STATE OF MISSOURI  
DIVISION OF PROFESSIONAL REGISTRATION  
**PROFESSIONAL LETTER OF REFERENCE –  
PROFESSIONAL ENGINEER**

BOARD FOR ARCHITECTS, PROFESSIONAL  
ENGINEERS, PROFESSIONAL LAND SURVEYORS  
AND PROFESSIONAL LANDSCAPE ARCHITECTS  
3605 MISSOURI BLVD.  
JEFFERSON CITY, MO 65109

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The person who handed this reference letter to you has applied to the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects for licensure as a Professional Engineer in Missouri and uses your name as one familiar with the applicant's character, reputation and general ability covering certain phases of the engineering work with which the applicant has been connected. Accurate testimony is desired concerning the applicant's experience, competency and character.

Will you please answer the questions on the bottom of this form, without revealing your answers to the applicant, enclose the completed form in an envelope, SECURELY SEAL IT, affix your signature across the seal of the envelope and then return it to the applicant.

Basic requirements of the law are that an applicant for licensure be of good moral character, hold a degree in engineering from a accredited school of engineering, or who possesses an education which includes at the minimum a baccalaureate degree in engineering, and which in the opinion of the Board, equals or exceeds the education received by a graduate of an accredited school, and has acquired at least four years of satisfactory engineering experience AFTER graduation.

You are requested to provide full information as to data you may be able to furnish, both for the advantage of the applicant and the welfare of the public.

You are therefore solicited by the Board to give your assistance in determining the applicant's fitness by answering frankly and carefully the questions, amplified by any supplemental information that you care to supply.

Please be advised that a copy of this reference letter may be provided to the applicant upon his/her request.

We appreciate the time and effort that you have expended to assist the Board.

**CONFIDENTIAL INFORMATION CONCERNING THE APPLICANT**

APPLICANT FULL NAME

1. REFERENCE NAME

2. YOUR OCCUPATION

3. YOUR LICENSURE DATA

4. HOW LONG ACQUAINTED WITH APPLICANT AND IN WHAT CAPACITY

5. WHAT HAS THE APPLICANT BEEN DOING IN THAT TIME

6. OPINION OF THE APPLICANT'S CHARACTER AND REPUTATION

7. OPINION OF THE APPLICANT'S PROFESSIONAL ABILITY

8. OPINION OF THE APPLICANT'S EDUCATION PROFICIENCY

9. ANY KNOWLEDGE OF THE APPLICANT'S DESIGN CAPABILITY

10. FROM YOUR KNOWLEDGE, WHAT IMPORTANT OR RESPONSIBLE ENGINEERING WORK HAS BEEN PERFORMED BY THE APPLICANT

11. HAVE YOU HAD ANY PROFESSIONAL DEALINGS WITH THE APPLICANT  
IN OTHER THAN AN EMPLOYER/EMPLOYEE RELATIONSHIP?  
IF SO, WHAT WERE THE RESULTS ▶

☐ YES ☐ NO

12. WOULD YOU EMPLOY THE APPLICANT IN A  
POSITION OF TRUST AND RESPONSIBILITY?

☐ YES ☐ NO

13. IT IS MY OPINION AS A **PROFESSIONAL ENGINEER** THAT THE APPLICANT ☐ IS ☐ IS NOT QUALIFIED FOR LICENSURE AS A  
PROFESSIONAL ENGINEER. IF YOUR ANSWER TO QUESTIONS 12 AND/OR 13 IS NEGATIVE, PLEASE EXPLAIN IN "REMARKS" BELOW.

14. REMARKS OR ADDITIONAL DATA

IMPRESSION OF YOUR PERSONAL SEAL

REFERENCE SIGNATURE

DATE



ADDRESS



STATE OF MISSOURI  
DIVISION OF PROFESSIONAL REGISTRATION  
**PROFESSIONAL LETTER OF REFERENCE –  
PROFESSIONAL ENGINEER**

BOARD FOR ARCHITECTS, PROFESSIONAL  
ENGINEERS, PROFESSIONAL LAND SURVEYORS  
AND PROFESSIONAL LANDSCAPE ARCHITECTS  
3605 MISSOURI BLVD.  
JEFFERSON CITY, MO 65109

**TO THE REFERENCE:**

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IMPRESSION OF YOUR PERSONAL SEAL

REFERENCE SIGNATURE

DATE



ADDRESS



**STATE OF MISSOURI**  
DIVISION OF PROFESSIONAL REGISTRATION  
**PERSONAL CHARACTER LETTER OF REFERENCE –**  
**PROFESSIONAL ENGINEER**

BOARD FOR ARCHITECTS, PROFESSIONAL  
ENGINEERS, PROFESSIONAL LAND SURVEYORS  
AND PROFESSIONAL LANDSCAPE ARCHITECTS  
3605 MISSOURI BLVD.  
JEFFERSON CITY, MO 65109

**TO THE REFERENCE:**

The person who handed this reference letter to you has applied to this Board for licensure as a professional engineer.

In addition to other supporting documents, each applicant is required to submit letters of reference from individuals who are thoroughly familiar with applicant and who can and are willing to give conscientious and accurate testimony concerning applicant's experience, competency and character.

We understand that you are familiar with applicant's character, reputation, general ability and engineering work with which applicant has been connected.

In light of the above, the Board solicits your assistance in determining the applicant's fitness for licensure by answering frankly, carefully and fairly the questions below.

Will you please answer the questions on the bottom of this form, without revealing your answers to the applicant, enclose the completed form in an envelope, SECURELY SEAL IT, affix your signature across the seal of the envelope and then return it to the applicant.

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**CONFIDENTIAL INFORMATION CONCERNING THE APPLICANT (CHARACTER REFERENCE)**

APPLICANT NAME (FIRST, MIDDLE, LAST)

1. WHAT IS YOUR PROFESSION?

2. ARE YOU RELATED TO THE APPLICANT?

☐ YES

☐ NO

3. DURING WHAT YEARS HAVE YOU KNOWN THE APPLICANT?

4. IS THE APPLICANT OF GOOD CHARACTER AND REPUTE?

☐ YES

☐ NO

5. TO WHAT DEGREE ARE YOU FAMILIAR WITH THE APPLICANT'S  
EXPERIENCE IN THE ENGINEERING FIELD?

6. WOULD YOU EMPLOY THE APPLICANT IN A POSITION OF  
TRUST AND RESPONSIBILITY?

☐ YES

☐ NO

IF YOU ANSWERED "NO" TO QUESTIONS 4 AND/OR 6 PLEASE EXPLAIN IN REMARKS SECTION BELOW.

**REMARKS**

SIGNATURE OF REFERENCE

PRINT REFERENCE NAME

DATE

ADDRESS



**STATE OF MISSOURI**  
DIVISION OF PROFESSIONAL REGISTRATION  
**PERSONAL CHARACTER LETTER OF REFERENCE –**  
**PROFESSIONAL ENGINEER**

BOARD FOR ARCHITECTS, PROFESSIONAL  
ENGINEERS, PROFESSIONAL LAND SURVEYORS  
AND PROFESSIONAL LANDSCAPE ARCHITECTS  
3605 MISSOURI BLVD.  
JEFFERSON CITY, MO 65109

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**CONFIDENTIAL INFORMATION CONCERNING THE APPLICANT (CHARACTER REFERENCE)**

APPLICANT NAME (FIRST, MIDDLE, LAST)

1. WHAT IS YOUR PROFESSION?

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☐ NO

3. DURING WHAT YEARS HAVE YOU KNOWN THE APPLICANT?

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TRUST AND RESPONSIBILITY?

☐ YES

☐ NO

IF YOU ANSWERED "NO" TO QUESTIONS 4 AND/OR 6 PLEASE EXPLAIN IN REMARKS SECTION BELOW.

**REMARKS**

SIGNATURE OF REFERENCE

PRINT REFERENCE NAME

DATE

ADDRESS



**STATE OF MISSOURI**  
DIVISION OF PROFESSIONAL REGISTRATION  
**PROFESSIONAL ENGINEER EXAMINATION REQUEST**

MISSOURI BOARD FOR ARCHITECTS,  
PROFESSIONAL ENGINEERS,  
PROFESSIONAL LAND SURVEYORS AND  
PROFESSIONAL LANDSCAPE ARCHITECTS  
3605 MISSOURI BLVD.  
JEFFERSON CITY, MISSOURI 65109  
TELEPHONE: 573/751-0047  
FAX: 573/751-8046

**(NOTE: This form must be completed and returned with your application for examination.)**

If my application for examination as a professional engineer is approved by the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects,

☐ I wish to be notified of the Spring, Principles and Practice of Engineering Examination and be tested in the following specific engineering discipline:

- ☐ Agricultural and Biological
- ☐ Architectural
- ☐ Chemical
- ☐ Civil
- ☐ Electrical and Computer
- ☐ Environmental
- ☐ Industrial
- ☐ Mechanical
- ☐ Naval Architecture and Marine
- ☐ Software

☐ I wish to be notified of the Fall, Principles and Practice of Engineering Examination and be tested in the following specific engineering discipline:

- |  |  |
|--|--|
| <input type="checkbox"/> Chemical                | <input type="checkbox"/> Mechanical                    |
| <input type="checkbox"/> Civil                   | <input type="checkbox"/> Metallurgical and Materials   |
| <input type="checkbox"/> Control Systems         | <input type="checkbox"/> Mining and Mineral Processing |
| <input type="checkbox"/> Electrical and Computer | <input type="checkbox"/> Nuclear                       |
| <input type="checkbox"/> Environmental           | <input type="checkbox"/> Petroleum                     |
| <input type="checkbox"/> Fire Protection         |  |

If, for any reason, I fail to appear for the examination as indicated, I understand that before I can be rescheduled for a future examination, I will be required to submit a reexamination/rescheduling application to the Board accompanied by the required fee.

In addition, I understand it will be necessary to complete the final scheduling of the examination with NCEES Exam Administration Services by completing their Online registration process and submitting the required examination fee(s) to NCEES Exam Administration Services not later than their filing deadline.

NAME

DATE





STATE OF MISSOURI  
DIVISION OF PROFESSIONAL REGISTRATION  
**INSTRUCTIONS FOR PREPARING PROFESSIONAL ENGINEERING  
APPLICATION**

MISSOURI BOARD FOR ARCHITECTS,  
PROFESSIONAL ENGINEERS,  
PROFESSIONAL LAND SURVEYORS AND  
PROFESSIONAL LANDSCAPE ARCHITECTS  
3605 MISSOURI BLVD.,  
JEFFERSON CITY, MISSOURI 65109  
TELEPHONE: 573/751-0047  
FAX: 573/751-8046

**CHECK LIST – PROFESSIONAL ENGINEER**

**TO BE RETURNED WITH COMPLETED APPLICATION FORM.**

DATE: \_\_\_\_\_

**TO THE APPLICANT:**

Please read “**Instructions for Preparing Application**” enclosed with application forms.

To avoid delay due to the possibility of having to return your application, if not received in the proper form, please read the items below as you fill in your application and check each item as it is completed.

When application is ready to mail, **enclose this form**, with the items checked, and date filled in.

- ☐ 1. Filing fee payable to the “Missouri Board for Professional Engineers”.
- ☐ 2. Photograph taken within the last five years.
- ☐ 3. Proof of graduation in the form of an OFFICIAL transcript of grades showing date of graduation and degree received with an impression of the school’s embossing seal-unless previously submitted with Missouri Engineer Intern application. **Photostatic copy of diploma or record of grades is not acceptable.**
  - ☐ Check here if the school will be forwarding your official transcript directly to the Board office.
  - ☐ Check here if transcript was previously submitted with Missouri Engineer Intern application.
- ☐ 4. Reference letters not completed by supervisors and/or clients.
- ☐ 5. Five letters of reference filled out and enclosed. (Three professional references and two personal references.)  
PLEASE NOTE: Reference letters will not be accepted if they are dated more than six months prior to acceptance of application for filing.
- ☐ 6. Summary of Professional and Non-Professional Experience, prepared in chronological order. Total is entered at the bottom of the form.
- ☐ 7. A **separate** “Professional Experience Form” completed for **each** engineering engagement (place of employment) and “Verification of Supervising Engineer, Supervisor or Client” completed by supervising engineer, supervisor or client. Experience Forms are not faxed, scanned or photocopied.
- ☐ 8. Verification requested from appropriate licensing board(s), if applicable.
- ☐ 9. Affidavit signed before a Notary Public.
- ☐ 10. Examination Request indicating in which discipline of engineering you wish to be examined, if applicable.
- ☐ 11. NCEES Credentials Evaluations favorable evaluation report, if applicable.
- ☐ 12. NCEES Council Record, if applicable.

**PLEASE UNDERSTAND THAT THE BOARD HAS NO CHOICE EXCEPT TO RETURN THE APPLICATION TO YOU IF IT IS NOT IN PROPER FORM AND COMPLETE IN EVERY RESPECT.**